



## **Performance and Quality Assurance Sub Group**

### **Terms of Reference (Revised April 2017)**

#### **1 Purpose**

To co-ordinate quality assurance and evaluate the effectiveness of what is done by BSCB partner agencies, individually and collectively to safeguard and promote the welfare of children. The Sub Group will use the Quality Assurance Framework (set out in the [BSCB Learning and Development Framework](#)) to support the required assurance, structure and governance.

#### **2 Functions**

- To provide evidenced assurance to the BSCB of regular and effective monitoring of multi-agency front-line practice to safeguard children and identify where improvement is required in the quality of practice and services that children, young people and families receive, including the effectiveness of early help.
- To implement an annual structured quality assurance programme that is compliant with current Ofsted inspection criteria and which can report back across key safeguarding areas identified by the LSCB in order to assess the effectiveness of operational safeguarding in Buckinghamshire.
- To engage and seek the views / feedback from parents, children and young people who have received safeguarding services, and the experiences and views of staff for the purpose of evaluation, service development and practice improvement.
- To maintain a multi-agency dataset and accompanying dashboard of key safeguarding indicators and provide regular analysis to the LSCB.
- To contribute to the monitoring, review and evaluation of the provision and effectiveness of early help in Buckinghamshire.
- To ensure that all agencies are compliant with section 11 and for schools section 175 requirements.
- To create and deliver an annual audit plan reflecting findings from recent local and national serious case reviews, audits and inspections.
- To monitor the implementation of action plans from audits.

- To work within the Learning and Improvement Framework of the BSCB; to inform and enhance front line practice.
- To provide robust and constructive challenge to partners where there are concerns about performance or the outcomes being achieved for children and families.
- To provide regular reports to the Board on the work of the Sub Group, and ensure that areas of risk or concern are escalated to the Board.
- To agree an annual work plan with the Board as part of the business planning process.
- To produce and deliver an annual report on the work of the Sub Group for the BSCB, including an analysis of the effectiveness of operational safeguarding in Buckinghamshire.
- To ensure that the activity of the Sub Group is carried out with due regard to issues relating to equality and diversity.

### **3 Membership**

Representatives will be provided by statutory agencies with suitable seniority to speak for their agency and be sufficiently able to hold their organisation to account. The named individual will need to exhibit the required knowledge and expertise in relation to safeguarding children and quality assurance to be able to contribute effectively to the work of the group. As a minimum the following agencies will nominate representatives:

- Buckinghamshire CCGs
- Buckinghamshire County Council (Child & Family Service)
- Buckinghamshire County Council (Learning, Skills & Prevention)
- Buckinghamshire Healthcare NHS Trust
- Oxford Health NHS Foundation Trust
- Thames Valley Police

A chair and vice chair should be elected from within the Sub Group membership. These roles will be reviewed on an annual basis.

Current membership is:

- BSCB
- Buckinghamshire CCGs
- Buckinghamshire County Council (Child & Family Service)
- Buckinghamshire County Council (ESAS)
- Buckinghamshire County Council (Learning, Skills & Prevention)
- Buckinghamshire Healthcare NHS Trust
- Buckinghamshire New University
- Oxford Health NHS Foundation Trust
- Thames Valley Police
- Youth Offending Service

## **4 Operational Arrangements**

The Sub Group will work to an agenda which the Chair will co-ordinate and distribute at least five working days prior to the meeting.

Recommendations will, wherever possible, be made by consensus.

Any member with a conflict of interest or who seeks to benefit as an individual, group or organisation (financially or any other individual benefit) in an agenda item must declare their vested interest and leave the meeting for that item and take no part in the discussion, agreement or recommendations.

**Frequency of meetings:** The Sub Group will meet bi-monthly.

**Quorum:** The Sub Group will be quorate if half of its members are present, which should include the Chair and representatives from the following organisations:

- Thames Valley Police
- Buckinghamshire County Council
- Health (Clinical Commissioning Group, Bucks Healthcare Trust or Oxford Health NHS Foundation Trust)

**Terms of Reference:** The Terms of Reference will be reviewed on an annual basis. Date of next review: April 2018.

## **5 Support from the BSCB Admin Team**

The BSCB Admin Team will provide the following support:

- Agree the agenda with the Chair two weeks before each meeting
- Send out the agenda and supporting papers at least one week in advance of each meeting
- Maintain an up to date list of members and their contact details
- Take minutes and circulate these within two weeks of each meeting
- Organise and provide administrative support for any task and finish groups commissioned
- Support with other administrative tasks relating directly to the activity set out in the Sub Group work plan